



## PROJECT REQUIREMENTS AND GUIDELINES

***Before completing the application form, please review the PROJECT REQUIREMENTS and GUIDELINES below.***

### PROJECT REQUIREMENTS

- 1. HANDS-ON SCHOOL- OR COMMUNITY-BASED PROJECT:** The Ocean Guardian School program funds watershed and/or ocean stewardship projects. Schools propose hands-on projects that make a difference in the health and protection of their local watersheds and/or the ocean. Below is a list of general pathways and examples of projects that are commonly funded by the Ocean Guardian School program. ***A proposed project must have a connection to the health of the watershed and/or the ocean.*** If your project idea does not relate to this list, but meets the goals of the program, please contact the program director to discuss your idea before applying.

For additional examples of past and presently funded Ocean Guardian School projects, please visit [http://sanctuaries.noaa.gov/education/ocean\\_guardian/examples.html](http://sanctuaries.noaa.gov/education/ocean_guardian/examples.html).

***Remember to keep the proposal focused on a single project.***

- Restoration - watershed/wetland restoration, fish habitat creation, shoreline/bank stabilization
- Reduce/Reuse/Recycle/Rot - school-wide recycling/composting programs, redesign and implementation of school-based wastewater system, school-wide green purchasing program, zero waste lunch programs
- Marine Debris - reducing single-use plastics in school, promoting reusable bags in local community/stores
- Water Quality Monitoring - monitoring data used to help create or redefine a community watershed management plan, school-use water plan, community land-use plan or marking school and community storm drains
- Schoolyard Habitats/Gardens - creating or improving school gardens/schoolyard habitats with an **emphasis** on native plants, low water use, rain catchment systems, etc. while *clearly connecting these activities to the health and preservation of the local watershed and/or the ocean*

- 2. OCEAN CONNECTION:** Your proposed project must make a connection to the health and preservation of your local watershed, the ocean and special ocean areas like national marine

sanctuaries. During your project period, you are required to incorporate the following into your project activities and/or supplemental lessons:

- **National Marine Sanctuaries:** As a participant in the Ocean Guardian School grant program, you are required to educate your students about the [National Marine Sanctuary System](http://sanctuaries.noaa.gov) including at least one of the national marine sanctuaries, preferably the one that is closest to your school and/or connected to your grant project. This topic should be included in your “Project Introduction” presentation (see below). Upon receipt of your grant award, you will receive some educational material that you may use to help introduce this information to your school community. Additional information can also be found online at <http://sanctuaries.noaa.gov>.
- **Watershed Education:** In addition to national marine sanctuaries, all projects are expected to include learning opportunities around watershed identification. This topic should also be incorporated into the “Project Introduction” presentation (see below). By the end of the year, students should be able to identify in what watershed their school is located, as well as some of the surrounding watersheds. Tabletop, interactive watershed models will be available on loan to all grant recipients during their project period to use as a classroom-teaching tool.

### 3. OUTREACH

#### **Outreach to School Community**

**Project Introduction** - Once your project has been funded, you will be required to formally present/communicate your Ocean Guardian project to your school community. You will be asked to let the Ocean Guardian School office know the date of your Project Introduction presentation which should be scheduled **within the first eight weeks of the school year**. There is no mandated format for this initial outreach. Please select the best means for your school to let your students, teachers, staff and even parents know what the project entails and who will be participating.

Recommended presentation formats include:

- School-wide assembly
- Individual classroom presentations given by teachers and/or students
- Series of morning announcements
- Series of email/newsletter articles

Please include the following in your means of communications to your school-wide audience:

- Brief summary of your school’s funded project description, goals, and objectives
- How your project is connected to your local watershed/ocean and how it will contribute to the protection and/or conservation of the local watersheds/ocean
- What it means to be an Ocean Guardian School
- Introductory information about national marine sanctuaries and watersheds

*Funded schools will receive a PowerPoint presentation on national marine sanctuaries, watersheds and marine debris that they may use as part of their project introductory presentations.*

**The Project Introduction is an important requirement of the grant program and is part of the evaluation process for the final Ocean Guardian recognition. If a NOAA staff person is unable to attend your school's Project Introduction, you will be asked to send the Ocean Guardian office a video tape of the introduction presentation.**

**Project Wrap-up** - At the end of your project period, we ask that the students who were involved in the project present some aspect of the project to the school community. Topics to share with your school community can include: student experiences during the project, lessons learned, best practices, community outreach report, and measurable data results. This year-end presentation can take on a variety of forms including videos, readings, art work, songs, plays, poems, or school announcements.

**Although the Project Wrap-up is a program requirement and included in the evaluation process for final Ocean Guardian recognition, we do not require you to send us a video tape of the presentation. However, we will ask for information about your Wrap-up in the Final Report at the end of the school year.**

### **Outreach to Larger Community**

Your Ocean Guardian School project must include some element of community outreach led by a group of students who have been involved in the project. Please do not limit your outreach to postings on your school website.

Examples of **Community Outreach** include:

- STUDENT presentations to Parent-Teachers Association, School Board, City Council, and to other schools
- STUDENT presentations/participation in local community festivals/fairs/events
- STUDENT written letters to local papers, political representatives, business leaders, Rotary Clubs, etc.
- STUDENT created flyers distributed out to community neighborhoods, businesses, etc.

*Please note: The Ocean Guardian School program does not typically fund projects that are focused on web page development including social networking related web pages unless the applicant provides documentation as to how the development of the web page is an integral and necessary component of the project.*

- 4. FINAL REPORT:** A final project and budget report is required at the end of your project period. Instructions on how to complete this online report will be sent out towards the end of the school year.
- 5. MEASURABLE DATA:** **Your quantitative data is a critical piece of the grant program.** Your data helps to tell not only your unique story, but together with all the other schools, your

data helps to communicate the impact of the Ocean Guardian School program. The Ocean Guardian School program office will share your data with our NOAA colleagues who in turn, work to shape federal priorities and programs around ocean stewardship.

Your Ocean Guardian School project proposal must include a plan of what quantitative data you will collect during your project period. You will be asked for your measurable data in your final report survey. **It is important to keep track of your measurable data as your project unfolds.**

Below are examples of measurable data. This is not a complete list.

RESTORATION ACTIVITIES	OUTREACH ACTIVITIES
# of trees planted (designate native, fruit, etc.)	# of students reached outside your school
# of native perennials/annuals/grasses planted	# of teachers reached outside your school
# of rain barrels installed	# of parents reached within and/or outside your school community
Sq. ft. of non-native invasive plants removed	# of community members reached
Sq. ft. of turf removed	# of storm drains stenciled
Linear ft. of bank stabilization	# of publications produced
# of wildlife habitat structures installed	# of articles, blogs, etc. uploaded to websites
	# of presentations/workshops
REDUCE/REUSE/RECYCLE/ROT ACTIVITIES	# of videos/films/power points produced
# of recycling bins installed	# of media hits (e.g., newspaper articles, TV and radio stories, etc.)
# of composting bins installed	
Pounds of trash/debris removed on campus and/or in community	WATER QUALITY MONITORING
# of reusable bags distributed	# of sites sampled
# of reusable bottles distributed	# of times samples were taken and tested
Gallons of water reclaimed from use of water catchment system	# of times samples read other than normal readings
Pounds of trash/recyclables/food waste kept out of land fill	
# of single use plastic bottles NOT used due to reusable bottles used at water filtration system	

## BUDGET

1. **FIELD TRIPS:** The Ocean Guardian School grant will fund field trips; however, funded field trips are limited to 30% of the total project budget. Field trips are intended to supplement the project activities and learning opportunities. Field trip expenses may include entrance fees and transportation.
2. **STIPENDS:** The Ocean Guardian School grant will fund stipends for teachers, staff, parents, and/or community partners. Total stipend amounts are limited to 30% of the total project budget. Stipends may also include payment for substitute teachers that are needed during project activities.

## BECOMING AN OCEAN GUARDIAN SCHOOL

You are not officially recognized as an Ocean Guardian School until after your project period has ended and you have met all grant requirements.

- **RECOGNITION RUBRIC:** The Recognition Rubric is the basis for determining final Ocean Guardian School status and awarding the official Ocean Guardian School banner. To help you track your progress towards becoming an Ocean Guardian School, you will receive an electronic copy of the Recognition Rubric. We will be using this rubric to score how well your school meets the grant requirements.

At the end of your project period, after you have submitted your final reporting, your project will be evaluated to determine if your school has successfully fulfilled the grant requirements for official recognition by NOAA's Office of National Marine Sanctuaries as an Ocean Guardian School.

**Your school will be officially recognized as an Ocean Guardian School only when the required number of criteria points has been earned on the Ocean Guardian Recognition Rubric. This includes receipt of your final report with final budget information and measurable data. A score of 75 or higher is needed to receive official Ocean Guardian recognition and the Ocean Guardian banner.** We encourage you to refer to the Rubric throughout the year. Criteria items included in the Recognition Rubric are:

School Outreach: Project Introduction	Final Report: Overall
School Outreach: School Coverage	Final Report: Measurable Activities Data
School Outreach: Project Wrap-up	Final Report: Budget
Community Outreach	Project Management: Communications
Goals & Objectives	

## OCEAN LITERACY PRINCIPLES

In accordance with the National Science Education Standards, NOAA and many partners have developed seven Ocean Literacy Principles and supporting Fundamental Concepts for grades K-12. Although the Ocean Literacy Principles are not a required component of the Ocean Guardian School grant, they can be very useful during your Ocean Guardian School project and activities. We strongly suggest that you review the tables below and the [Ocean Literacy website](http://oceanservice.noaa.gov/education/literacy.html) (<http://oceanservice.noaa.gov/education/literacy.html>).

### Ocean Literacy Principles

1. The Earth has one big ocean with many features.
2. The ocean and life in the ocean shape the features of the Earth.
3. The ocean is a major influence on weather and climate.
4. The ocean makes Earth habitable.
5. The ocean supports a great diversity of life and ecosystems.
6. The ocean and humans are inextricably interconnected.
7. The ocean is largely unexplored.

### Ocean Literacy is “an understanding of the ocean’s influence on you and your influence on the ocean.”

An ocean-literate person:

- understands the essential principles and fundamental concepts about the functioning of the ocean;
- can communicate about the ocean in a meaningful way; and
- is able to make informed and responsible decisions regarding the ocean and its resources.